

## **Access To Space Group**

### *Roles and Responsibilities*

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Consistent with its mission to "...support the Goddard Space Flight Center's science and technology community by facilitating frequent, affordable opportunities for access to space and shall be advocates of change to reduce the cost of access...", the roles and responsibilities within the Access To Space (ATS) Group are structured to emphasize synergism in Group members' ("Agents") experience and knowledge in conjunction with providing timely, comprehensive customer support.

#### **-ROLES-**

The role of Agents within the ATS Group is to serve as constant sources of support for all of GSFC's Customers' efforts to formulate and implement their missions. Interacting with customer and supplier groups, ATS Agents develop an understanding of the needs and requirements of each and the current and long-term opportunities for access to space. This understanding supports the growth of the ATS Group's distributed knowledge base which, in turn, is used by Agents during the mission formulation phase in formulating timely, comprehensive ATS assessments that identify Supplier-provided access opportunities (full, dual, partial rides) and the related technical and programmatic details. During the implementation phase, Agents will serve as the GSFC Customer's liaison with the selected Supplier - to the extent desired by the Customer. In parallel with the formulation and implementation-related efforts, Agents will also serve as advocates of change as it relates to reducing the cost of access to space.

Because the role of the ATS Group's Agents potentially leads to a multitude of Customer/Supplier/Advocacy interfaces, the makeup of each area must be defined further. For the purpose of this document, GSFC Customers are defined as follows:

- GSFC Internal (PFMs, Mission Managers, etc.)
- Universities
- DoD (USAF, DARPA, NRO, Navy, etc.)
- Foreign Entities
- NASA Centers (JPL, MSFC, etc.)

Suppliers (manned and unmanned) are defined as follows:

- DoD ELV
- Commercial ELV/RLV (foreign opportunities, where allowed)
- NASA ELV/RLV (Kennedy Space Center)
- NASA Balloons (GSFC/WFF)
- NASA Shuttle (JSC)
- Commercial Spacecraft (S/C)
- NASA Spacecraft

Reduced Cost Advocacy entities are defined as follows:

- NASA Centers
- DoD Centers
- DOC Centers
- Suppliers (internal R&D and process flow)
- Customers (wants/needs and process flow)

As noted earlier, the ATS Group will depend on the synergism of the Group's Agents' experience and knowledge to fulfill its mission, and thus avoid the need for a specialist style of staffing. To this end, Agents will have a primary focus (Customer(s), Supplier(s), Advocacy) while also maintaining a general understanding of all other activities within the group. The primary focus areas are as follows:

- I. Integrated Customer/Supplier Focus
  - a. DoD Customers/Shuttle-Balloons-Commercial/NASA S/C Suppliers
  - b. Universities/Foreign Customers/DoD-Commercial-NASA ELV/RLV Suppliers
  - c. NASA Centers Customers/DoD-Commercial-NASA ELV/RLV Suppliers
  - d. GSFC Internal Customers/DoD-Commercial-NASA ELV/RLV Suppliers
- II. Advocacy Focus
  - a. NASA Centers/DoD Centers/DoC Centers
  - b. Suppliers/Customers

In addition to this cadre of Agents, the ATS Group shall also have a dedicated Group Leader and externally supplied support for day-to-day activities.

### **-Responsibilities-**

The synergism style of staffing requires an integrated approach to all efforts performed by the ATS Group. This integrated approach is fundamental to all responsibilities levied upon each of the roles defined above. In the case of Agents with the Integrated Customer/Supplier focus, the responsibilities are as follows:

- a. Develop/maintain a comprehensive knowledge of the suppliers' products/opportunities and the customers' requirements
- b. Maintain visibility within the suppliers and customers communities via attending conferences, participating in committees/forums, regular on-site visits and frequent phone/email contacts
- c. Develop/maintain the ability to use the ATS Group's distributed knowledge-base access tools to perform system level assessments of varying depth of detail, as required by customers, and input updates as required.
- d. Provide thorough, innovative, and timely support in response to all requests made by Customers and Suppliers

- e. Establish good working relationships with all members of the ATS Group to ensure the formulation of comprehensive responses to Customer inquiries.
- f. Provide support throughout the formulation and implementation phases, as desired by each individual Customer.
- g. Serve as an advocate for the ATS Group's services in the Customer and Supplier communities.
- h. Maintain a general understanding of the Customers and Suppliers served by other Agents. This includes not only existing capabilities, but also long term changes and/or opportunities. Understanding will support backup/substitute responsibilities that may arise in the event other Agents can not support aspects of their duties.
- i. Support the formulation and implementation of partnership agreements with suppliers and GSFC's customers
- j. Support educational outreach efforts, as they relate to daily duties.

In parallel with the efforts of Agents with the Integrated Customer/Suppliers focus, Agents with the Reduced Cost Advocacy focus will pursue all potential sources of reduction in the cost of access to space. As such, their responsibilities will be as follows:

- a. In concert with external organizations and partners, identify, understand, and streamline processes relative to acquiring and integrating access to space modes into the overall mission development process.
- b. Support partnerships with all potential industry, government, and academic entities to facilitate the sharing of access-related information between potential suppliers and customers.
- c. Serve as constant advocates of change to reduce the cost of access to space.
- d. In concert with organizations external to GSFC and partners, identify and promote the development of strategic strategies and new technologies leading to the reduction in the cost of access to space.
- e. Develop/maintain the ability to use the ATS Group's distributed knowledge-base access tools to perform system level assessment, as required by customers, and input updates as required.
- f. Establish good working relationships with all members of the ATS Group to ensure the formulation of comprehensive responses to Customer inquiries.
- g. Maintain visibility within the suppliers and customers communities via attending conferences, participating in committees/forums, regular on-site visits and frequent phone/email contacts

- h. Support educational outreach efforts, as they relate ATS.
- i. Identify and coordinate the linkage of value added knowledge bases external to the ATS Group to the ATS Group's web page and knowledge bases.

The ATS Group Leader will support the activities of all members of the ATS Group. The Group Leader's responsibilities are as follows:

- a. Coordinates the technical and programmatic activities of all members of the ATS Group.
- b. Ensures that work assignments are successfully carried out.
- c. Coordinates the overall and individual activities of all group members by recommending assignments, responsibilities, and setting deadlines and priorities.
- d. Furnishes technical advice/assistance to group members.
- e. Identifies areas requiring emphasis and recommends adjustments in plans and methods, as required
- f. Fosters strong relationships with customers and suppliers
- g. Supports the career development of all group members
- h. Assures the formulation/implementation of products necessary for the near term and long term health of the group.
- i. Supports the formulation of partnership agreements and Agency educational outreach efforts - as they relate to access to space.
- j. Support educational outreach efforts, as they relate to the ATS Group's mission statement.

External support for the ATS Group's day-to-day activities will take many forms. The responsibilities of those providing the support shall be as follows:

- a. Maintain the ATS Web page server and related software to minimize downtime and maximize rapid response time to users.
- b. Update the internal knowledge base(s) to reflect updates in customer and supplier inputs (external knowledge bases).
- c. Implement new access tools as they become available
- d. Maintain a statistical database in support of the performance metrics noted in the ATS Group's Strategic Plan. Publish a formal summary of the database on quarterly basis.
- e. Provide support to ATS Group members on the use of the Web page, as required